



State of Hawaii
Department of Transportation

**TITLE VI ACCOMPLISHMENTS FOR YEAR 2003
AND GOALS FOR 2004**

A Report to the Federal Highway Administration

Prepared by:
The Office of Civil Rights

May 10, 2004

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INTRODUCTION

This report is submitted in accordance with Title 23 Code of Federal Regulations (CFR). 23 CFR 200.9 requires the Hawaii Department of Transportation (HDOT), as a recipient of federal funding, to submit a yearly report of Title VI accomplishments for the past year and goals for the next year.

HDOT consists of the following divisions: Airports, Harbors and Highways. Each division prepared its own accomplishments report using the format outlined in the HDOT Title VI Plan. Where items or questions from the Title VI Plan did not apply or when the information was best obtained at the departmental level, the divisions noted this in their reports.

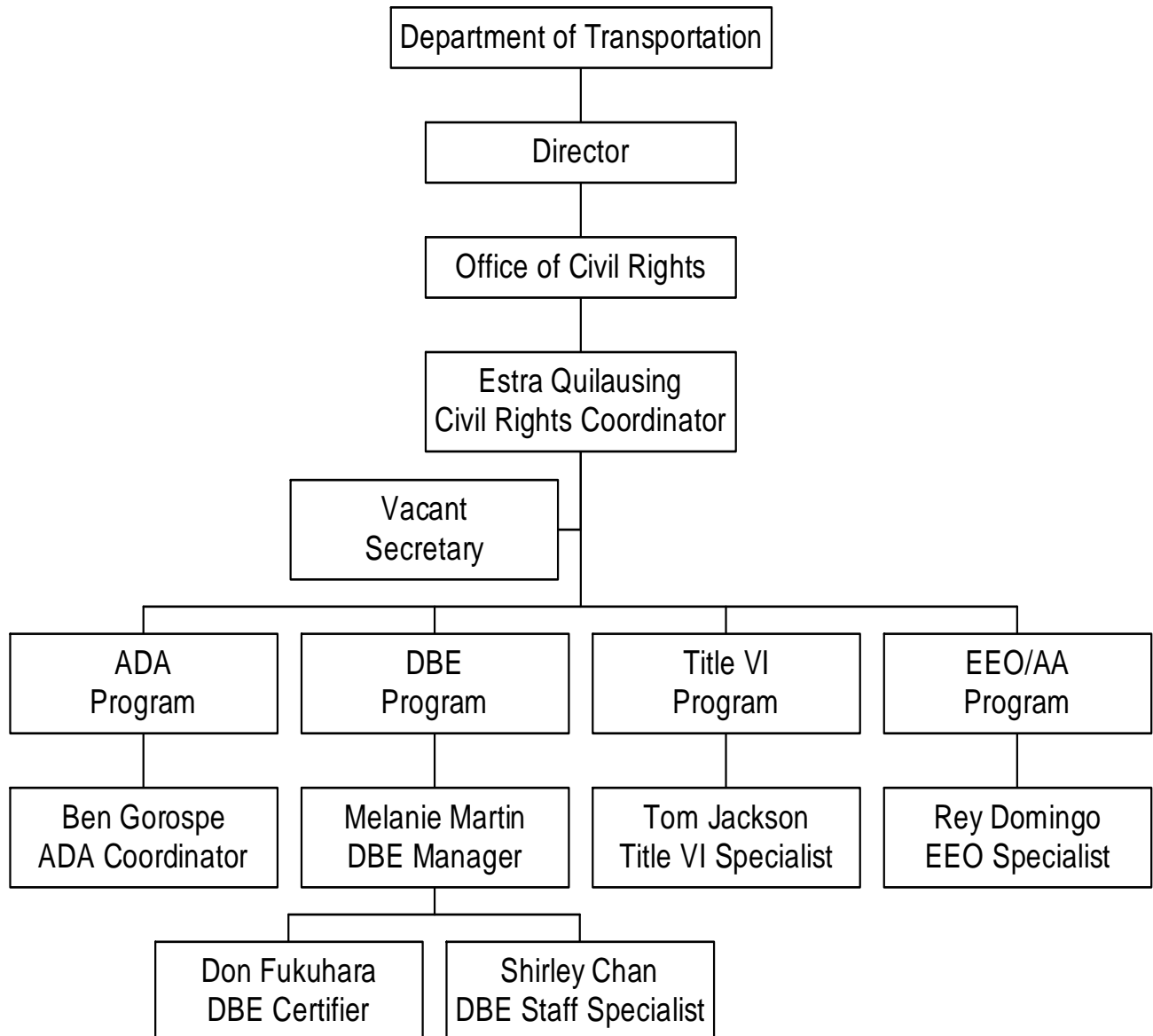
The format for this report follows the format described in Attachment C (Format for Annual Accomplishments Report) of the last approved HDOT Title VI Plan submitted in November 2001 to the Federal Highways Administration – Hawaii Division (FHWA-Hawaii Division).

The HDOT Office of Civil Rights wishes to acknowledge Stephen Takashima (HDOT Airports Division), Dean Watase (HDOT Harbors Division), Dean Nakagawa (HDOT STP) and Antonie Wurster (HDOT Highways Division) in compiling and preparing their respective reports for the department.

I. POLICY STATEMENT

It is the policy of the Hawaii Department of Transportation (HDOT) including its Airports, Harbors and Highways Divisions to assure that it is in full compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and directives in all programs and activities. No person shall, on the grounds of race, color, national origin, or gender be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any HDOT program or activity. The HDOT further assures that it will make every effort to prevent discrimination by the impact of its programs, policies and activities on minority populations and on low-income populations.

II. ORGANIZATION, STAFFING, STRUCTURE



Staffing as of 4/4/04

III. TITLE VI MONITORING AND REVIEW PROCESS

As required, the following is a summary of activities where Title VI reviews were conducted for the period October 1, 2002 through September 30, 2003, including findings, recommendations, action items and status, where appropriate.

The following Compliance Reviews were conducted:

October 14, 2002	County of Hawaii
October 15, 2002	County of Maui
February 24, 2004	Oahu Metropolitan Planning Organization – Only finding was reference to an incorrect Code of Federal Regulation that OMPO was requested to correct.

Documents were also reviewed for Title VI and Environmental Justice compliance:

- Title VI & Environmental Justice Compliance Report, by the Oahu Metropolitan Planning Organization.

HDOT Title VI Program Specialist also attended public meetings on the following subjects:

November 20, 2002	OMPO Meeting
August 20, 2003	OMPO Meeting
September 25, 2003	Nimitz contra flow lane

IV. COMPLAINTS

There were no Title VI complaints filed during this reporting period.

V. ACCOMPLISHMENT REPORT FOR EACH PROGRAM AREA

The following is in the format of the last approved HDOT Title VI Plan submitted in November 2001 to FHWA-Hawaii Division and is provided at the end of this report beginning on page 26.

A. Planning

Statewide Transportation Planning Office

1. A contract was awarded to Weslin Consulting Services to conduct a Rural Technical Transit Study for \$275,000.
2. Weslin Research Inc, which is female owned, has been retained as a sub-consultant to Weslin consulting Services for the Rural Technical Transit Study.
3. An in-house effort to create a GIS compatible database containing Socio-economic variables using available 2000 Census data was completed during this time. Potential variables identifying Environmental Justice (EJ) populations including age, disability status, households by presence of children, income, language, race, and vehicles available were added to the database. This database was created to identify disadvantaged populations so HDOT and the counties can define EJ populations and through the use of performance measures, analyze transportation investment impacts. The database has been posted on the Office of Planning's website for public download.
4. No public meetings or hearings were conducted during this period.

Airports Division

1. Three contracts for \$1,156,905.
2. DBE goals were set for each project.
3. No studies were conducted.
4. One public information meeting was held. The meeting was advertised in the Honolulu Star-Bulletin. Letters of notification of the meeting were sent to: interested groups related to aviation; government agencies; State Senators and Representatives; and neighborhood boards in communities adjacent to the airport.

Harbors Division

1. No applicable planning projects were awarded to consultants during 2003.
2. As no applicable planning projects were awarded, no efforts were made to utilize minority and female consultants and subcontractors.

3. The Planning Office did not conduct any studies that provided data relative to minority persons, neighborhoods, income levels, physical environment, and travel habitats.
4. There were no public input opportunities or strategies used as there were no applicable planning projects conducted during 2002.

Highways Division

1. No consultant projects for planning were awarded during the reporting period.
2. Efforts were started to use ethnic minority subcontractors. One Native Hawaiian sub-consultant has been obtained to help with public involvement for a project affecting Hawaiian Homelands on the island of Hawaii.
3. No studies were conducted which provided data relative to minority persons, neighborhoods, income levels, physical environment, and travel habits. However, the Planning Branch Title VI Coordinator arranged for DBEDT to prepare separate census tract maps for the number and proportion of each detailed race and for low-income people for use in plotting the STIP project locations. The maps provided a basis for Title VI analysis of the STIP.
4. No project selection decisions that were affected by Title VI or Environmental Justice issues were reported.

The Planning Branch Title VI Coordinator and the Interim Divisional Title VI Coordinator received materials from other State DOT's regarding Title VI planning.

The Planning Branch published a *Guide for Public Involvement Planning in the Transportation Planning and Programming Process*. The Guide was required by FHWA for the STIP and was approved by the Director on October 28, 2003. It was intended to help the public learn about the land transportation planning process and to encourage public participation in the planning process. The Planning Branch presented and distributed the *Guide* and the FY 2004-2006 STIP at nine (9) public hearings on the neighbor islands.

Four (4) public informational meetings on FY2002-2004 Statewide Transportation Improvement Program (STIP) Amendment No. 5 were held in Lihue, Kauai; Kealahou, Hawaii; Hilo, Hawaii; and Kahului, Maui. Seventy six (76) percent of the attendees from the public were male and 73 percent were white.

Efforts to improve public involvement for the 2004-2006 STIP public hearings included holding more meetings at more locations, increasing the publicity (press releases, posting of information and requesting feedback at the DOT internet website, posting notices at community gathering places, such as laundromats, libraries, civic centers, supermarkets, restaurants, convenience stores, and community bulletin boards) and targeting over 800 women's organizations and women leaders with the help the Hawaii State

Commission on the Status of Women. Major accomplishments were the increase in the number of attendees on all the neighbor islands, the proportion of female attendees, and substantial low-income representation on Maui through MEO staff, board and clients. Maui had 73 percent of the neighbor island attendees, by far the best participation. Specific public involvement and outreach efforts for the Fiscal Year 2004 thru 2006 STIP during its formulation in 2003 are described below:

- Mailing Lists – Copies of the STIP public meeting notice were sent to people on the mailing list. The list included neighbor islands Citizen's Advisory Committee Members, the Community Action Agencies (Economic Opportunity Councils), and ethnic organizations. The list was constantly updated with people who attended the public meetings as well as people who asked to be placed on the list.
- Press Release – A press release of the STIP public meetings were sent to local newspapers, radio stations, television stations, local legislators and councilpersons. As a result, articles were written in several newspapers statewide.
- DOT Internet Website – Copies of the draft financially constrained STIP and notices of STIP public meeting were posted on the HDOT website on July 22, 2003 to start the STIP formal public involvement program. Contact information, including a phone number and email address, was posted to accommodate public feedback.
- STIP Public Meeting Notices – STIP meeting notices were posted at various locations throughout the community, including libraries, civic centers, supermarkets, laundromats, restaurants, convenience stores, community bulletin boards, and other public venues.
- Women's Organizations – PIPG/STIP public hearing notices were provided to over 800 women's organizations and women who are community leaders. As a result, the proportion of women attending the hearings increased significantly from 24 percent at the 2002-2004 STIP Amendment No. 5 meetings to 39 percent at the 2004-2006 STIP meetings.

Public involvement for the Kapaa Relief Route – Kuhio Highway Corridor Improvements: Hanamaulu to Kapaa, also known as the Kapaa Bypass, included one public informational meeting at Kapaa Middle School on January 27, 2003, one Wailua River Community Focus Group meeting on January 22, 2003, and one Wailua Houselots Subdivision meeting on April 16, 2003.

The Nimitz Highway Contraflow project had extensive public involvement in 2003, including canvassing businesses in the Kalihi Kai area, distributing fliers to all businesses and residential addresses in Kalihi Kai, holding three (3) public meetings at Puuhale School on February 27, March 20, and September 25, 2003. Additional meetings were held with legislators. As a result of input from the public, HDOT paid for off-duty police officers to

direct school children and other pedestrians across the highway at the start of implementation.

5. The Highways Planning Branch held nine (9) public hearings and ten (10) informational meetings, plus numerous meetings with legislators, business associations, Neighborhood Board members, and community groups.

Additional comments from Highways Division

The Planning Branch continued its attempts to ensure that State Highway projects were analyzed separately for impact on low-income people and on ethnicity, also known as detailed race. Project locations were analyzed by detailed race and by poverty level on maps of each county. This was in accordance with the direction on FHWA's website that specified race and poverty level should not be presumptively combined.

Eighty-three (83) percent of the paperwork to reallocate/redescribe positions for the approved Planning Branch organization was completed in 2003. Only four (4) of the vacancies were filled, all in the Planning Survey Section and replaced employees who were promoted, transferred or retired. One person retired from the Systems Planning Section, which has handled Title VI for the branch and the division and is currently staffed at only fifty (50) percent of authorized positions. A major problem was the lack of fulltime staff persons to coordinate Title VI for the division and for the branch. No progress was made to establish a fulltime divisional Title VI Coordinator position.

The Planning Branch, in conjunction with Office of Civil Rights (OCR) and the Department of Business, Economic Development and Tourism (DBEDT), moved forward in collecting and using demographic data to show the benefits and burdens of the highway program, projects and activities by national origin rather than just race. The purpose was to attempt to provide equitable benefits for all people, regardless of their national origin.

Iwi kupuna (ancient Hawaiian bones) and moepu (funerary objects) removed from the Kawaihae area in 1974 during the HDOT's realignment of the Waimea-Kawaihae Road were returned by the Planning Branch for reburial. The reinterment culminated a decade long effort by Hui Malama I Na Kupuna O Hawaii Nei, a non-profit organization whose mission is to care for ancestral Native Hawaiian remains through repatriation, reinterment and protection of burial sites. Highway project funds were used for Hui Malama to repatriate and reinter the bones at the Department of Hawaiian Homelands (DHHL) Kawaihae Cemetery. The return was in compliance with the Native American Graves Protection and Repatriation Act, 43 CFR 10.10(a) (3) and was done in cooperation with the Office of Hawaiian Affairs, the DHHL, and the DLNR Island Burial Council.

HWY-K created an Excel version of the EEO Participation Form 1, Civil Rights Report of Public Participation that can be used on laptops at public meetings and hearings to record the ethnic background and sex of the attendees. The form was distributed to the OCR EO Specialist, branch/district/office heads and Title VI Coordinators within the Highways Division for use at public informational meetings and public hearings. Use of the form varied, in part because not all employees in the division were aware of the requirement to use the form and submit it to the EO specialist. Also not all engineers felt capable of identifying the detailed race or ethnicity of the attendees. Recommended improvements for the public involvement process will include the procurement of laptops for use at the meetings, assigning District Office or other division staff to record the sex and educated guess on the ethnicity of all participants, and assigning division staff to insure that all attendees sign the attendance sheets.

Involvement for the 2004-2006 STIP meetings fell short in both Puna and Hilo districts. The poor attendance (three and two non-government officials, respectively) was attributed by one longtime CAC member as the public perception that participation was a waste of time because HDOT had not seriously considered their input for close to a decade in developing the Hawaii Long Range Land Transportation Plan and the Statewide Transportation Plan.

B. Project Selection

Airports Division

1. Ten (10) contracts awarded, none of the firms are certified DBE firms.
2. Stakeholder meetings involved only the airport users and were very technical in subject matter.
3. No selection opportunities were afforded minorities during the project selection process.
4. None.
5. Public hearings were not held in the project selection process.

Harbors Division

None.

Highways Division

1. No planning consultant contracts were reported. No efforts to utilize women and minority owned firms were reported.
2. Title VI considerations were addressed through extensive public involvement efforts to reach all stakeholders. Neighbor island attendance for the 2004-2006 STIP/PIPG hearings increased more than fourfold the attendance for the 2002-2004 STIP Amendment No. 5. rising from 41 to 173.
3. Minorities and low-income people were provided opportunities to be involved in project selection through the public hearings for the 2004-2006 STIP.

Notices were sent out to the mailing lists previously provided by the OCR and expanded by the Planning Branch. Representation of low-income people included four staff members and one board member from the Maui Economic Opportunity (MEO) plus at least 33 low-income senior citizens bussed in by MEO.

4. No project selection decisions affected by Title VI or Environmental Justice issues were reported.
5. Four public meetings were held for the 2002-2004 STIP Amendment No. 5 at the Kauai State Office Building in Lihue, Kealakehe High School Cafeteria; Hilo State Office Building; and the Maui District Office in Kahului. Nine public hearings were held for the FY 2004-2006 STIP. Locations were Keaau Community Center, Hilo State Office Building, Waimea Civic Center, Konawaena High School, Kauai State Office Building in Lihue, Lahaina Civic Center, Kihei Elementary School, State Highways Maui District Office in Kahului, and King Kekaulike High School.

Additional comments from Highways Division

Public participation increased fourfold from the 2002-2004 STIP Amendment No. 5 meetings to the 2004-2006 STIP public hearings.

The analysis of the 2004-2006 STIP showed that some areas with concentrations of Filipinos, Hawaiians, Micronesians, Blacks, Native Americans, and/or low-income populations did not get an equitable share of safety projects, transportation investment benefits, and modernization projects that would enhance mobility. However, projects were largely pre-selected before being included in the STIP through existing or planned legislative appropriations or requests by the Governor and Mayors.

C. Design

Airports Division

1. Forty-five (45) contracts for a total of \$51,463,130. Four (4) of the firms with contracts are DBE certified.
2. Four (4) firms are DBE certified. There is no separate list maintained.
3. Functional Area Concept Development (FACD) meetings were conducted for major design projects. The participants for these sessions were HDOT staff, federal agencies, user groups and other interested parties.
4. Design Section Head, Japanese, male.
Engineer, Japanese, male.
Engineer, Japanese, male.
Engineer, Japanese, male.
Engineer, Japanese, male.
Engineer, Japanese, male.
Secretary, Japanese, female.
5. No complaints filed.

6. None.

Harbors Division

1. There were no consultant contracts open during 2003.
2. Not applicable.
3. No public hearings were held during the design phase of any project.
4. Engineer (Civil) VI, Japanese, male;
Engineer (Civil) V, Japanese, male;
Engineer (Civil) IV, Japanese, male;
Drafting Technician VI, Caucasian, female;
Drafting Technician VI, Mixed, female;
Engineering Student Intern, Chinese, female.
5. No complaints were filed in the Design Program area.
6. There are no problem areas nor as there accomplishments/actions to take in the ensuring year.

Highways Division

1. Number of design consultant contracts executed during reporting period: Six (6) with a total dollar value of \$3,882,701.
Minority firm: None
Women-owned firm: None
2. No efforts were reported to increase minority and female participation in obtaining consultant contracts; the responsibility appears to be at the departmental level. Concerns and issues were addressed within the development of the design. No actions by the Title VI Program Specialist or Title VI Coordinator were reported.
3. A total of nine (9) public information meetings were held during the calendar year. Minorities participated in the meetings. Concerns included construction impacts, such as noise, dust, duration of construction and aesthetic impacts. Pertinent documentation is on file at the Design Branch and the Planning Branch. Meetings were held for the following projects:
 - Kamehameha Highway Pavement Preservation, Avocado Street to Kilani Avenue
 - Nimitz Highway Improvements, Keehi Interchange to Pacific Street (contraflow)
 - Interstate Route H-1, Waimalu Viaduct Widening
 - Kamehameha Highway Drainage Improvements, Vicinity of Kahuku Hospital and Replacement of Kii Bridge
 - Hana Highway Rockfall Mitigation, MP 11.05 –11.31 and 19.18-19.52
 - Puuloa Road Improvements, Kamehameha Highway to Salt Lake Boulevard
 - Interstate Route H-1 Rehabilitation, Vicinity of Makakilo Interchange
 - Kohala Mountain Road Realignment
 - Ft. Weaver Road Widening near Laulaunui Street, Community Noise Variance

4. Ethnicity of employees in the Design Branch is not available within the branch.
5. No complaints were filed.
6. A Shortage of engineers, land boundary surveyors and drafting technicians has severely hampered the operations of the Design Branch. After the State relocated the Design Branch to Kapolei and decreased the vacation and sick leave fringe benefits for new employees, the State pay was too low to attract people to fill the vacancies.

Additional comments from Highways Division:

Kamehameha Highway Drainage Improvement, Vicinity of Kahuku Hospital and Replacement of Kii Bridge. Project involved construction of a detour road to ensure the direct route from Haleiwa to Kaneohe was maintained and to correct a drainage and flooding problem that severely impacts the community during heavy rains. Information meetings provided dialogue and exchange of ideas that were taken into consideration to minimize construction impact.

Shortage of engineers, land boundary surveyors and drafting technicians has severely hampered the operations of the Design Branch. After the State relocated the Design Branch to Kapolei and decreased the vacation and sick leave fringe benefits for new employees, the State pay was too low to attract people to fill the vacancies.

D. Environmental Considerations

Airports Division

1. None
2. Head Planning Engineer, Caucasian, male.
Planner, Japanese, male.
Planner, Japanese, female
Chinese, female.
One citizen advisory committees was formed during the time period.
3. None
4. Of the 3 firms contracted, one firm was DBE certified. The total cost was \$690,000.
5. None.
6. Not applicable.
7. No.

Harbors Division

1. No complaints were filed as a result of the choice of a project location or as a result of the procedure used for arriving at the choice.
2. There are currently no employees working in the environmental program area.

3. No pre-draft Environmental Impact Statements (EIS) were reviewed during 2003. No comments were provided on the EIS where minority or low-income populations, etc. were adversely impacted.
4. No consultants currently have contracts involving environmental studies.
5. No public hearings were held during 2003 concerning the location of a project.
6. N/A.
7. None.

Highways Division

1. No complaints were filed as a result of facility location or the procedure used for arriving at the choice.
2. The engineers of the Design Branch all work in the environmental area, when the need arises, on a project-by-project basis. Data on ethnicity is not readily available but includes both male and female engineers of Chinese, Japanese, Hawaiian and Filipino ethnicity.
3. No pre-draft Environmental Impact Statements were reviewed at the Design Branch or the Planning Branch.
4. The Planning Branch currently has twelve (12) contracts involving environmental studies:

North-South Road, \$4,000,000
 Kawaihae Road Bypass, \$1,775,000
 Saddle Road Extension, \$1,750,000
 Waimea Bypass, \$1,665,000
 Nimitz Highway Improvements, \$1,200,000
 Kawaihae Road Waiaka Bridge Replacement and Realignment, \$525,000
 Kapaa Relief Route, \$4,200,000
 Lahaina Bypass (Paid by Amfac)
 Kihei Upcountry Maui Highway, \$1,665,000
 Historic Bridge Inventory, \$56,000
 H-1 Lunalilo On and Off Ramps, \$950,000
 H-1 Widening, Waiawa to Halawa, \$1,700,000

The total dollar value is about \$19,486,000.

One minority and women-owned firm, Char and Associates, has a contract for Leeward Community College Second Access, a project that involves environmental studies. The dollar value is about \$6,818.00

Historic Bridge Inventory is under contract with U.H. Manoa and has a female Principal Investigator. The dollar value is \$56,000.

The only efforts to increase participation of minorities and women on consultant contracts has been in the subcontracting area, where a Hawaiian consultant was recommended as a sub to one of the consulting firms. If the Federal government participates in the funding of contracts, the

contractor is required to comply with criteria for Disadvantaged Business Enterprises.

5. One public informational meeting was held on January 27, 2003 on the Kapaa Bypass to present alternative routes being considered, how they would be evaluated, and preliminary recommendations.
6. Invitations to attend the January 27 public meeting on the Kapaa Bypass were sent to area residents. It appeared to be effective because attendees included 152 people who were not government officials and who had diverse ethnicities (Hawaiian, Filipino, Chinese, Japanese, Portuguese, and White).
7. There was no known need to use bilingual advertisements, announcements, notices, etc.

Additional comments from Highways Division:

The Construction Branch filled the new position of an Engineer V to head of the new Environmental Section recently approved in the branch reorganization. He is responsible for planning, developing and managing environmental programs for the division, including solid waste; petroleum, oil and lubricants; lead based paint; and asbestos. He also will conduct inspections and provide training and technical support to the districts. This position is important to prevent ground and water pollution and to prevent negative impacts on human health and the ecosystem. Another major accomplishment for 2003 was the completion of the Army Corps of Engineers Environmental Compliance Assessment Report on the division baseyards.

E. Right-of-Way

Airports Division

1. No complaints.
2. None.
3. None.
4. None.
5. None.
6. None.

Harbors Division

1. No complaints.
2. None.
3. None.
4. None.
5. None.
6. None.

Highways Division

1. No civil rights complaints were received in any of the Right of Way functions.
2. Three appraisers were used. All were minorities, none were women. There are only three firms where women are partners and they are more comfortable practicing within their expertise than learning federal regulations/requirements of appraisal reporting which would result in more time, cost and corrections to complete an assignment. They were approached many times but declined to be considered for listing on the DOT's qualified list of appraisers.
3. There were 21 offers/negotiations made during the reporting period. There were no discrepancies in the conduct of negotiations between minorities and non-minorities.
4. Besides normal concerns about property valuations and project design features, no concerns were raised by minorities or women concerning their options in the negotiation phase.
5. There were two minority relocations with last resort housing and moving costs. There were no relocations for female, elderly or disabled people.
6. Minorities or women expressed no concerns on replacement housing, referral housing or other Title VI provisions.

Additional comments from Highways Division:

The Right of Way Branch met its 2003 goal of total compliance, as indicated by the lack of Title VI complaints for all Right-of-Way functions in appraisal, procurement, review, title searches, acquisition/negotiations, property management of remnants, accesses, use and occupancy, easements, revocable permits and relocation assistance programs.

F. Research

Airports Division

Not applicable to Airports Division.

Harbors Division

Not applicable to Harbors Division.

Highways Division

1. Thirteen (13) research projects are currently underway.
2. The universities and/or consultants currently conducting research studies are:
 - University of Hawaii (12 projects)
 - Four Winds Group, Inc., California (one project)
3. The university contracts include a section on Equal Opportunity, requiring the contractor to not discriminate against any employee because of race, color, religion, sex or national origin. The university is also requested annually to submit a list of employees working on each contract giving the ethnicity. following actions taken to encourage universities to utilize minority and female students to participated on highway research projects. For 2003 the

breakdown is nineteen (19) Chinese, two (2) Filipinos, eight (8) Japanese, one (1) Korean, one (1) Part Hawaiian, and four (4) Whites.

4. Only one consultant contract is currently awarded. Contract documents for the private consultant also include requirements for Equal Opportunity and DBE. Four Winds Group, Inc. is a private corporation which has three employees. It is owned by males and the employees are all Caucasian males.
5. Significant action planned for 2004 is discussing Equal Opportunity with the University of Hawaii and the consultant(s), including a request for the ethnic background of all students and employees they intend to hire. The use of low-income students will be encouraged, but the employees that are hired may depend more on their qualifications to perform the research than on their ethnicity.

G. Construction

Airports Division

1. No complaints received during this period.
2. 10.5% DBE participation of total construction contracts for the federal fiscal year 2003 totaling \$2,696,969.
3. Letters were sent to minority agencies to inform them of upcoming projects. DBE goals were advertised in the newspapers, minority papers and etc.
4. None.
5. High participation DBE level attained for the year.

Harbors Division

1. No civil rights complaints involving competitive bidding procedures were received.
2. Five DBE firms participated on construction contracts.
3. None.
4. None.
5. None.

Highways Division

1. No civil rights complaints were filed involving competitive bidding procedures.
2. DBE participation for the federal fiscal year 2003 was 11 percent. Four (4) subcontracts were committed to white women business enterprises. One (1) subcontract was committed to a minority woman business enterprise.
3. There were no state funded DBE projects.
4. No procedures were reviewed.
5. An action item planned for 2004 is evaluation of software to collect project cost data for DBE reports that require completed project cost information.

Additional comments from Highways Division:

The major accomplishment for the Construction Branch was hiring an Engineer V to handle environmental management of highway facilities, as reported under Environmental Considerations.

Construction projects completed by Oahu District in low-income and minority areas include the following:

- Curb ramps by Palama Settlement,
- Reflector pavement markers on Kamehameha Highway from Kualoa to Ahuimano Road,
- Stop a drainage problem (ponding) at a bus stop on Farrington Highway in Nanakuli.

H. Education and Training

Airports Division

1. The engineering and planning staff was briefed in the Title VI program requirements and what their project manager responsibilities are for the civil rights program. The Title VI Coordinator and Assistant were trained.
2. No other programs.
3. Department level responsibility.
4. None.

Harbors Division

1. None.
2. None.
3. None.
4. None.

Highways Division

1. Branch and office heads and District Engineers were informed of the Title VI training in July and encouraged by the Highways Administrator to maximize participation. The Planning Branch Title VI Coordinator informed the branches about the Census training.
2. The Highways Administrator, the Divisional Title VI Coordinator, the Planning Branch Title VI Coordinator, the Title VI Specialist from OCR and the Attorney General, Land Transportation Division cooperated to provide Title VI Training. All the participants were State employees except the Assistant Division Administrator from FHWA, who gave a presentation to one training session. The Title VI training was attended by over 80 employees, including 15 females and 76 minority employees.
3. The agency's staff personnel responsible for training in 2003 were the branch and office heads and the District Engineers, as follows:
 - Administrative Services Officer, Chinese, male

- Engineering Program Manager, Construction and Maintenance Branch, Hawaiian, male
- Engineering Program Manager, Planning Branch, Japanese, male
- Engineering Program Manager, Materials Testing and Research Branch, Japanese, male
- Engineering Program Manager, Design Branch, Chinese, male
- Right of Way Manager, Right of Way Branch, Japanese, male
- Engineering Program Manager, Traffic Branch, Japanese, male
- Motor Vehicle Safety Administrator, Motor Vehicle Safety Office, Hawaiian, male
- Engineering Program Manager, Hawaii District, Japanese, male
- Engineering Program Manager, Kauai District, Japanese, male
- Engineering Program Manager, Maui District, Filipino, male
- Engineering Program Manager, Oahu District, Japanese, male

Additional comments from Highways Division:

The Planning Branch Title VI Coordinator attended FHWA's Western Region Civil Rights Conference in May. The Coordinator learned that successful Title VI compliance requires support from the top, provision of adequate Title VI professional staff and clerical support, and a positive attitude to deal with the typical roadblocks to compliance.

The Planning Branch Title VI Coordinator and Interim Title VI Divisional Coordinator assisted OCR with planning, developing and implementing Title VI workshops for the division. Eighty-eight divisional professional employees were trained in five (5) small group sessions in July at the Punchbowl, Kapolei and Oahu District job sites. Training included an explanation of the new emphasis on public involvement, an introduction to the law and a video on the law's applicability, a presentation by a Deputy Attorney General on individual employees' legal responsibilities and liabilities and how to document compliance for successful defense against complaints, and an explanation of the new demographic data policy and its use and importance.

Only one (1) person from each of the neighbor island districts attended the Title VI training in July. The training team plans to go to the districts in 2004 but the trip is not yet scheduled because of the work overload in the Planning Branch.

I. Motor Carrier Safety Program

Airports Division

Not applicable to Airports Division.

Harbors Division

Not applicable to Harbors Division.

Highways Division

1. MVSO has one inter-agency agreement with the Federal Motor Carrier Safety Assistance Program.
2. N/A
3. N/A
4. N/A
5. No complaints were received regarding the Motor Carrier Safety Program.

J. Property Management

Highways Division

1. No civil rights complaints were received in any of the Right of Way functions.
2. Three appraisers were used. All were minorities, none were women. There are only three firms where women are partners and they are more comfortable practicing within their expertise than learning federal regulations/requirements of appraisal reporting which would result in more time, cost and corrections to complete an assignment. They were approached many times but declined to be considered for listing on the DOT's qualified list of appraisers.
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5. There were two minority relocations with last resort housing and moving costs. There were no relocations for female, elderly or disabled people.
6. Minorities or women expressed no concerns on replacement housing, referral housing or other Title VI provisions.

Additional comments from Highways Division:

A major accomplishment of Oahu District was clearing out the growing number of homeless people living under the freeways and bridges without violating their civil rights. After increased unsanitary conditions, several threats of violence against division employees and complaints of thefts from neighboring residents and businesses, the Oahu District gave notice that the homeless would have to leave. District staff made extensive and compassionate efforts to talk with each homeless person several times, to try to find help for them, and to allow them time to find another place to go and to move their belongings before the areas were cleared and contractors erected fencing and razor wire to keep them out permanently. Some of the homeless subsisted at poverty level.

K. Administration

Department

Race	Males	Females
Black	0.04%	0.13%
Chinese	2.09%	3.91%
Filipino	4.22%	11.74%
Japanese	9.61%	21.39%
White	1.91%	8.91%
Hawaiian	6.22%	18.00%
Other	0.48%	1.39%
Hispanic	0.22%	10.14%
Korean	0.78%	0.35%
Samoan	0.17%	0.39%
Mixed	1.26%	6.17%
TOTALS	27.00%	82.54%

YEAR 2004 GOALS

Planning

Highways Division

- Initiate HDOT policy for more proactive planning, project selection and design to meet the land transportation needs of low-income people, people from ethnic groups with little political power, pedestrians, bicyclists, and the disabled.
- Finish submitting paperwork to reallocate/redescribe positions and fill vacant positions for the present organization of the Planning Branch as approved in 2003.
- Improve attendance of low-income people, women, and people of various ethnicities (detailed races) as defined in the Title VI Plan at public informational meetings and public hearings.
- Begin quarterly meetings of the Title VI Branch Coordinators to assess what is needed to improve compliance, documentation and reporting.
- Clarify and affirm the legal mandate to not discriminate against any race or national origin, including Whites, Portuguese and Puerto Ricans.

Project Selection

Highways Division

- Use highway resources equitably to improve safety and operations based on transportation planning priorities, including the management systems.
- Use maps prepared by DBEDT to evaluate impact of proposed projects.

Design

Highways Division

- Meet with the departmental Personnel Office to suggest ways to provide incentives to increase recruitment to alleviate the staff shortages of engineers, land boundary surveyors and draftspersons.

Environmental Considerations

Highways Division

- Conduct inspections and train district employees regarding hazardous materials and environmental management.

Right-of-Way

Highways Division

- Achieve total compliance with Title VI, as indicated by the lack of Title VI complaints for all Right-of-Way functions in appraisal, procurement, review, title searches, acquisition/negotiations, property management of remnants, accesses, use and occupancy, easements, revocable permits and relocation assistance programs.

Research

Highways Division

- Encourage the University of Hawaii to employ more low-income students, female students, and ethnic minority students to work on research projects.

Education and Training

Highways Division

- Provide Title VI training to the neighbor island districts.

Property Management

Highways Division

- Continue to have no Title VI complaints against the branch.

Administration

Highways Division

- Continue to have no Title VI complaints against the branch.
- Obtain support and assistance from the OCR to obtain a full time Title VI Divisional Coordinator.

FORMAT FOR ACCOMPLISHMENT REPORT

From ATTACHMENT C of Title VI Plan dated November 6, 2001:

I. POLICY STATEMENT

If the Title VI policy statement was updated during the reporting period, provide a copy of the new or revised policy statement. Explain how it was disseminated throughout the State.

II. ORGANIZATION, STAFFING, STRUCTURES

Update, as necessary, any changes in officials responsible for Title VI. An organizational chart should be provided in each updated report.

III. TITLE VI MONITORING AND REVIEW PROCESS

Provide a summary of all Sections of Title VI activities where Title VI reviews were conducted, including findings, recommendations, action items, and status thereof.

IV. COMPLAINTS

Provide a summary of each complaint filed. Include the basis, status, and actions proposed and/or taken by the State and current disposition.

V. ACCOMPLISHMENT REPORT FOR EACH PROGRAM AREA

At the minimum, the following should be included in the Title VI annual report of the various program areas:

A. Planning

1. How many consultant projects for planning were awarded during the reporting period? Dollar value?
2. What efforts were made to utilize minority and female consultants and subcontractors?
3. Were there any studies conducted which provided data relative to minority persons, neighborhoods, income levels, physical environment, and travel habits? If so, what type of assistance did those individuals responsible for Title VI provide, to ensure that Title VI considerations were included in the studies.
4. Number of public input opportunities or strategies used during the reporting period. What efforts were utilized to ensure citizen participation in the hearings, particularly minorities and women? Were minorities and women, both individually and through their organizations, represented in the citizen participation effort? How many, and in what capacity?

B. Project Selection

1. Were any consultant contracts awarded during the last year and what efforts were made to utilize women and minority owned firms.

2. How are Title VI considerations addressed through stakeholder involvement mechanisms?
3. Describe how minorities and low income populations were provided opportunities to be involved in project selection processes.
4. Describe what project selection decisions, if any, were affected by Title VI or Environmental Justice issues?
5. How many public hearings, and in what locations, were held on adoption of the STIP or in making other project selection decisions?

C. Design

1. How many consultant firms currently have design contracts? Dollar value? How many contracts do minority firms and women owned firms currently hold? Dollar value?
2. What efforts were made to increase minority and female participation in obtaining consultant contracts? Is there currently a separate list maintained on minority and women consultants? How many firms are included on the list? How many are receiving contracts?
3. Were any public hearings held during the design phase of any airport? Did minorities (individuals or organizations) participate in the hearings? If no, why not? Provide a summary of concerns and issues raised if any. Describe actions taken by the Title VI Program Specialist or Coordinator to facilitate and/or address the concerns raised.
4. List the employees in the Design Program area by title, ethnicity, and gender. Where minority and female representation is low, what efforts are made to increase their representation?
5. Were there any complaints filed in the Design Program area? If so, provide summary, with basis, status, actions proposed and taken.
6. List any significant problem areas, accomplishments, and actions to take during the ensuing year.

D. Environmental Considerations

1. As a result of the choice of airport facility/location, or the procedure used for arriving at the choice, were any complaints filed? If so, how many? Summarize each complaint and explain status, with actions proposed and taken.
2. Identify the titles, ethnicity and gender of employees working in the environmental program area. Were there any vacancies during the reporting period? What efforts were made by the Title VI Specialist/Coordinator to increase the representation of minorities and women if they are underrepresented? What efforts were made to encourage adequate representation of minorities and women to serve as members of citizen advisory committees?
3. During the reporting period, how many pre-draft Environmental Impact Statements were reviewed? Summarize comments provided on EIS's where minority or low-income populations, etc. were adversely impacted.
4. How many consultants currently have contracts involving environmental studies? Dollar value? How many minority and women-owned firms currently have contracts involving environmental studies? Dollar value? Where minority and

women participation on consultant contracts is low, describe efforts taken to increase their participation.

5. How many public hearings were held during the reporting period concerning location of a project? How were the hearings advertised, and was it adequate to provide notification to minorities and low-income communities?
6. How were minority and low-income community representatives identified and encouraged to become involved in the location and environmental phase?
7. During the reporting period, was there a need to utilize bilingual advertisements, announcements, notices, etc.?

E. Right-of-Way

1. During the reporting period, did the State receive any civil rights complaints in the following Right-of-Way functional areas:
 - i. Appraisals
 - ii. Negotiations
 - iii. Relocation Assistance and Payments
 - iv. Property ManagementIf so, how many?
2. How many fee appraisers were utilized during the reporting period? How many are minority and women? If the representation of minority and female appraisers is low, what efforts were made to increase their representation?
3. How many negotiations were made during the reporting period? Does the negotiator's log reflect any disparity in the conduct of negotiations between minorities and non-minorities?
4. Were there any concerns raised by minorities or women concerning their options in the negotiation phase? Explain.
5. Number of relocations during the reporting period:
Minority relocations: _____
Female relocations: _____
Elderly: _____
Handicapped: _____
6. Were any concerns raised by minorities or women on replacement housing, referral housing, etc.?

F. Research

1. How many research projects are currently underway?
2. List of universities and/or consultants currently conducting research projects.
3. Summarize actions taken to encourage universities to utilize minority and female students to participate on highway research projects.
4. Summarize actions taken to increase minority and women-owned consultant firms in obtaining research projects.
5. List any significant actions planned for the ensuing year.

G. Construction

1. Has the State received any civil rights complaints involving competitive bidding procedures? What corrective action, if any was needed, has the State taken?

(Provide summary of any concerns raised by DBEs concerning licensing, pre-qualifications, lack of subcontracting opportunities, etc.)

2. What was the level of DBE participation on construction contracts? Female and minority-owned firms?
3. Summarize efforts made by the DBE staff to encourage the use of minority and women-owned firms on state funded projects?
4. During the review period, were any procedures reviewed to assure subcontract agreements, first and second tier, and material supply and equipment lease agreement contained Title VI contract provisions?
5. List any significant accomplishments, and/or action items for the ensuring year.

H. Education and Training

1. During the reporting period, what efforts were made to encourage participation by minorities and women in educational and training programs?
2. List the types of sponsored or co-sponsored programs. How many State participants? How many minorities and women?
3. Identify the agency's staff personnel responsible for training by job title, ethnicity and gender.
4. Were there any civil rights complaints filed concerning training and educational opportunities? If so, what corrective actions has the State taken? Provide summary of concerns raised, complaints filed, status, etc.

I. Motor Carrier Safety Program

1. How many contracts and inter-agency agreements are currently in effect involving Motor Carrier Safety Program funds?
2. Where contract are with consultant or professional service firms, describe the advertising and selection process. Were DBE firms encouraged to submit proposals? Were DBE goals assigned to contracts?
3. What was the total dollar value of contract work last year? What amount went to DBE firms, either as primes or sub-contractors?
4. What steps, if any, are planned for next year to increase DBE participation?
5. Were any civil rights complaints received regarding the Motor Carrier Safety Program?

J. Property Management

1. During the reporting period, did the State receive any civil rights complaints in the following Property Management functional areas:
 - (a) Appraisals
 - (b) Negotiations
 - (c) Relocation Assistance and Payments
 - (d) Property ManagementIf so, how many?
2. How many fee appraisers were utilized during the reporting period? How many are minority and women? If the representation of minority and female appraisers is low, what efforts were made to increase their representation?

3. How many negotiations were made during the reporting period? Does the negotiator's log reflect any disparity in the conduct of negotiations between minorities and non-minorities?
4. Were there any concerns raised by minorities or women concerning their options in the negotiation phase? Explain.
5. Number of relocations during the reporting period:
Minority relocations: _____
Female relocations: _____
Elderly: _____
Disabled: _____
6. Were any concerns raised by minorities or women on replacement housing, referral housing, etc.?

K. Administration

1. Provide a list of employees by ethnicity, gender, and title in each of the Title VI program areas.
2. Summarize all activities undertaken during the reporting period, which provide for assurances of Title VI compliance by contractors (i.e., are Title VI requirements included in all contracts and consultant agreements; were reviews made to ensure contractors and consultants are adhering to Title VI requirements?).
3. Was any Title VI training provided during the reporting period? If so, how many participants attended, titles, etc.? Was any other kind of civil rights training conducted? If so, what type of training (course content)? Provide a list of participants by job title (i.e., supervisor, manager, etc.).